ECATTS

User Manual

Fleet Readiness Center Southeast

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Section I: Introduction

Welcome to the Fleet Readiness Center Southeast (FRCSE) Environmental Compliance Assessment, Training, and Tracking System (ECATTS). This manual is designed to familiarize you with ECATTS and maximize its usefulness to you.

What Is the Environmental Compliance Assessment, Training, and Tracking System?

ECATTS is a web-based training and assessment system accessible from any computer with Internet access. It was developed to provide environmental compliance information and training to users who need an understanding of environmental laws, regulations, and policies to successfully complete their jobs. FRCSE is using ECATTS to help you become familiar with the environmental compliance requirements that apply to your job. This will help you avoid some of the common problems that people encounter when they are unfamiliar with the environmental issues relating to the way they work.

ECATTS is easy to use, with training materials and test questions written in plain English. Training can usually be completed in a few short segments. In some instances, you may need more information than is contained in our training system. If so, contact your supervisor or the base Environmental Office. Some hyperlinks to further information sources on the Internet are included within the training modules themselves, and other links are located on the ECATTS home page. Your use of the system is kept confidential. We encourage you to use the system as often as you like as a reference tool for environmental compliance information.

Why Should I Use ECATTS?

FRCSE expects you to be familiar with the environmental compliance requirements that impact your work activities. Ignorance is no reason for being out of compliance. You will be held responsible for violating environmental laws and policies. ECATTS will help you gain the general knowledge you need to do your job in accordance with environmental compliance laws and policies that apply to your organization. You are encouraged to use ECATTS as a starting place for learning about the types of activities that are regulated by environmental standards and requirements. This training will, at the very least, provide you with the basics of environmental compliance, and help you realize when you may need to find more information regarding an issue.

How Do I Know the ECATTS Site is Safe to Use?

ECATTS is covered by a Secure Sockets Layer (SSL) Certificate. SSL is used to provide authentication and confidentiality for web services that run directly between a client and a server. On the login page, you will see “https” at the beginning of the web address (URL) along with a closed lock symbol. This tells users that ECATTS is a secure site.

Section II: First Time Registration

Basic (and Quick) Registration Instructions

1. Go to the FRCSE ECATTS website:
    a. If you are an FRC employee, go to **https://frc.ecatts.com/employee**
    b. If you are an FRC Contractor, go to **https://frc.ecatts.com/contractor**
2. At the **Welcome to ECATTS** screen, refer to the **REGISTER - New Users** box.
3. ***Ask your supervisor for the registration password.*** Enter the password into the box.
    a. If your supervisor cannot tell you the registration password, click **ECATTS Technical Support** at the bottom of the **New Users** box. You can request to have the registration password be sent to you via email. You can also call the help desk toll-free number (866-730-4253) for assistance.
4. Click **Create An Account**.
5. This will take you through a series of registration steps. In each step, just fill in the requested information. After completing each step, click **Next Step**.
6. At the final step, read the **User Agreement**. To complete registration, you must accept the User Agreement by clicking **I Agree - Complete Registration**.
    a. By clicking **I Agree – Complete Registration**, you agree to personally respond to the test questions and not allow others to respond to the questions on your behalf.
7. After you successfully register, you will be taken to the **Environmental Compliance Testing and Training** page (the ECATTS home page).
    a. From here, you have a number of options, including beginning training and testing or linking to other resources, all which are further explained in the following sections.
    b. You may also choose to end your session by logging out. The next time you enter the site, you will login by typing the username and password that you just created.

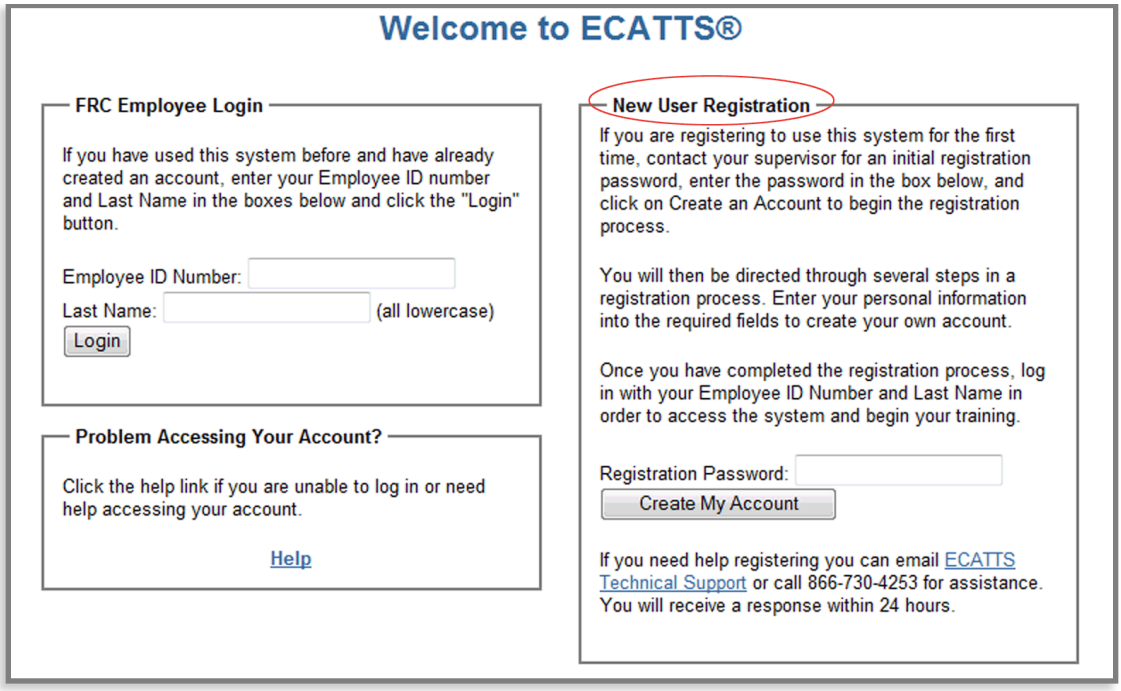
Detailed Registration Instructions

The registration process differs for FRC Employees and FRC Contractors. FRC Employee registration will be discussed first. FRC Contractors should go to page 8 of this manual and continue with Detailed Registration Instructions for FRC Contractors.

Registration Instructions for FRC Employees

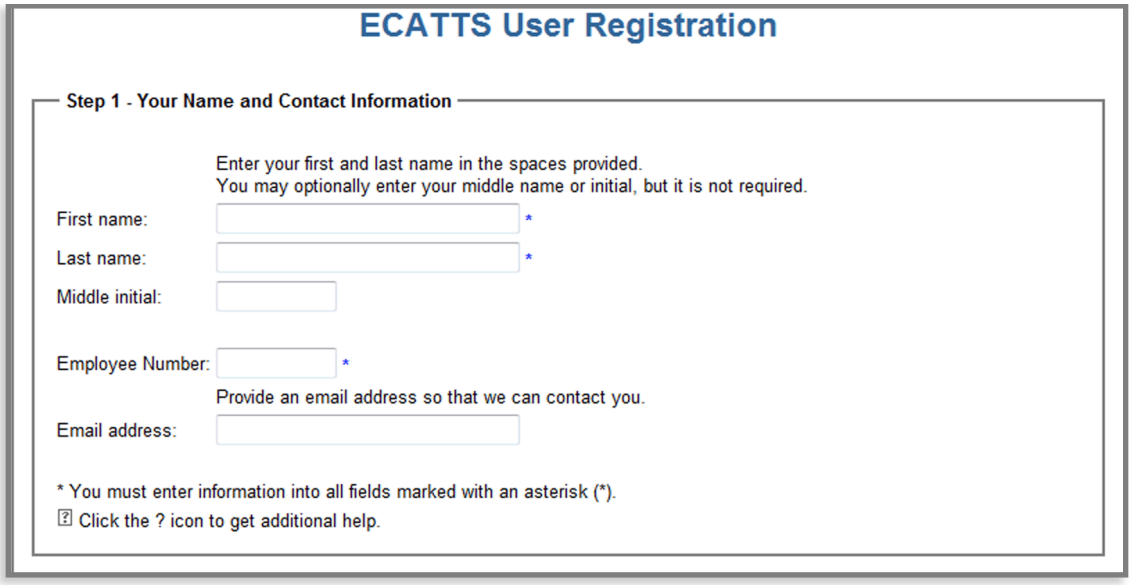
When using ECATTS for the first time, you will create a User account. After that, you will login with your username and password. Follow these steps to create an account:

1. Go to the ECATTS website for FRC employees: **https://frc.ecatts.com/employee**
2. At the **Welcome to ECATTS** screen, refer to the **REGISTER - New Users** box.


Welcome to ECATTS®
FRC Employee Login
If you have used this system before and have already created an account, enter your Employee ID number and Last Name in the boxes below and click the "Login" button.
Employee ID Number:
Last Name:
(all lowercase)
Login
Problem Accessing Your Account?
Click the help link if you are unable to log in or need help accessing your account.
Help
New User Registration
If you are registering to use this system for the first time, contact your supervisor for an initial registration password, enter the password in the box below, and click on Create an Account to begin the registration process.
You will then be directed through several steps in a registration process. Enter your personal information into the required fields to create your own account.
Once you have completed the registration process, log in with your Employee ID Number and Last Name in order to access the system and begin your training.
Registration Password:
Create My Account
If you need help registering you can email ECATTS Technical Support or call 866-730-4253 for assistance. You will receive a response within 24 hours.

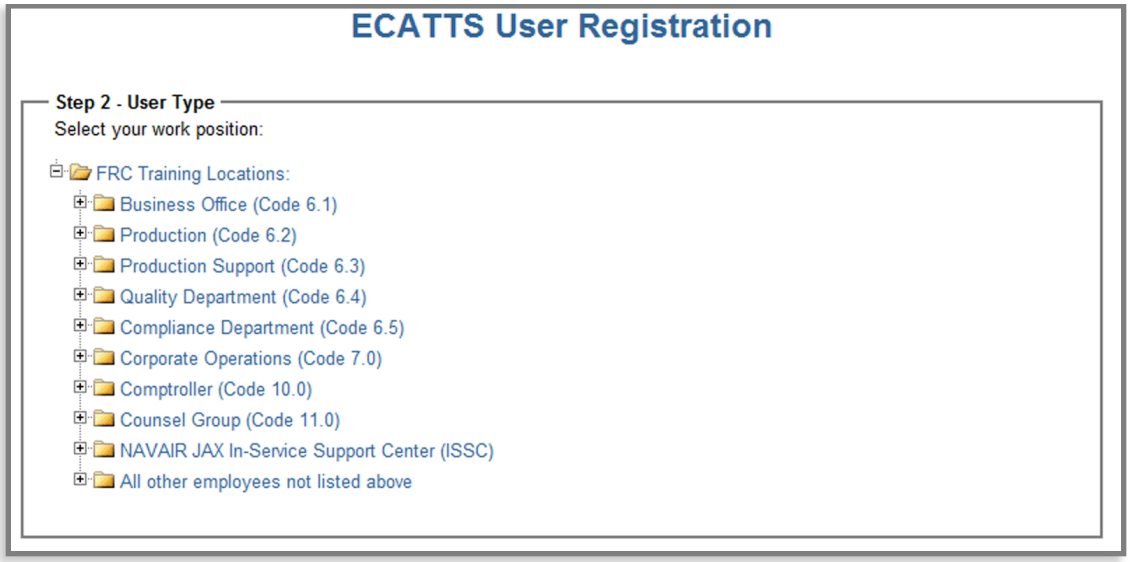
3. ***Ask your supervisor for the registration password.*** Enter it into the box.
    a. If your supervisor cannot tell you the registration password, click **ECATTS Technical Support**. You can request to have the registration password be sent to you via email. You can also call the help desk toll-free number (866-730-4253) for assistance.
4. Click **Create My Account**.

STEP 1 – Your Name and Contact Information (FRC Employees)

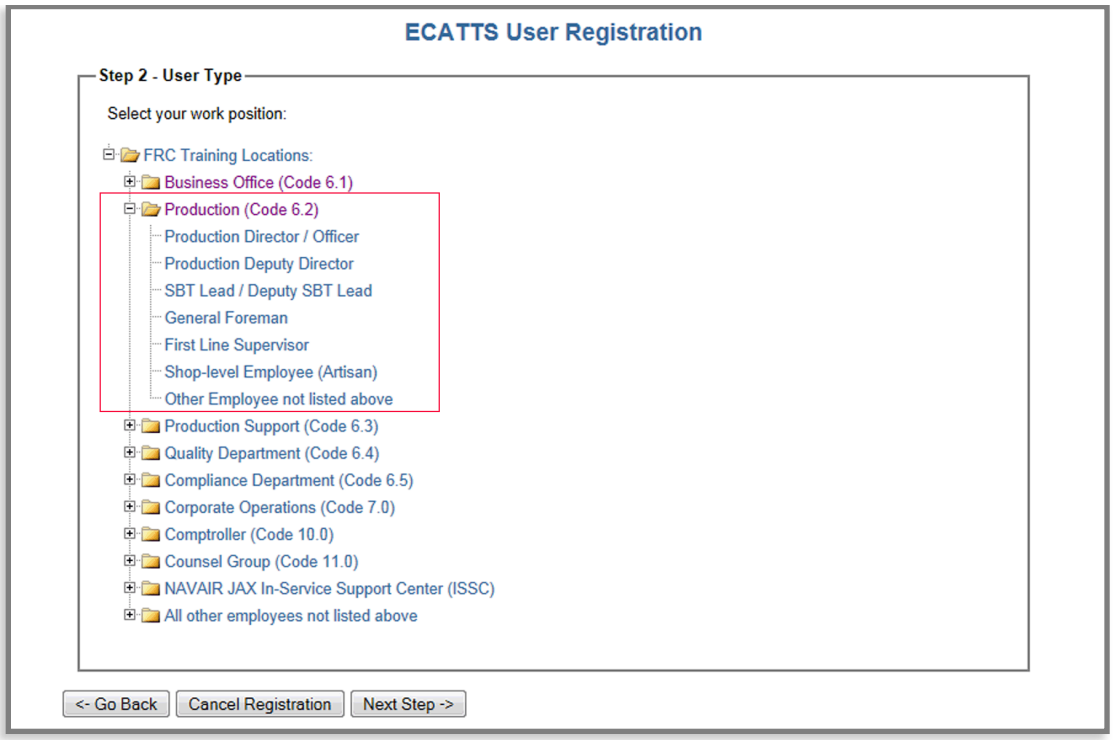

ECATTS User Registration
Step 1 - Your Name and Contact Information
Enter your first and last name in the spaces provided.
You may optionally enter your middle name or initial, but it is not required.
First name:
*
Last name:
*
Middle initial:
Employee Number:
*
Provide an email address so that we can contact you.
Email address:
* You must enter information into all fields marked with an asterisk (*).
Click the ? icon to get additional help.

1. Enter your first and last name.
2. Your middle initial is optional. However, it is a good idea to enter your middle initial if your name is likely to also be another user's name (i.e., John Smith).
3. Enter your Employee Number. You will use your Employee Number each time you login to ECATTS.
4. Enter your email address so that ECATTS can contact you if needed.
5. Click **Next Step**.

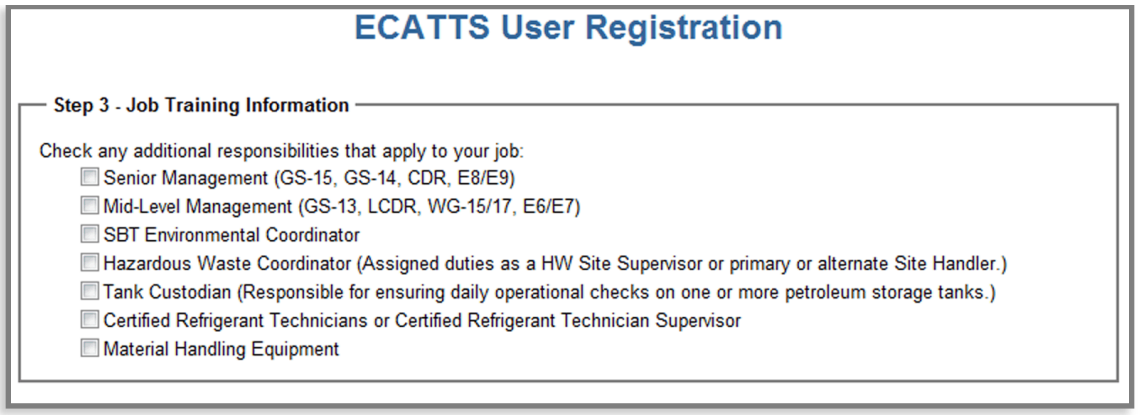
STEP 2 – Select User Type (FRC Employees)


ECATTS User Registration
Step 2 - User Type
Select your work position:
FRC Training Locations:
Business Office (Code 6.1)
Production (Code 6.2)
Production Support (Code 6.3)
Quality Department (Code 6.4)
Compliance Department (Code 6.5)
Corporate Operations (Code 7.0)
Comptroller (Code 10.0)
Counsel Group (Code 11.0)
NAVAIR JAX In-Service Support Center (ISSC)
All other employees not listed above

1. Click a folder (from the list shown above) that best fits your work position.
2. Then, click a job assignment within the folder you just selected (see example below) and click **Next Step** to continue.

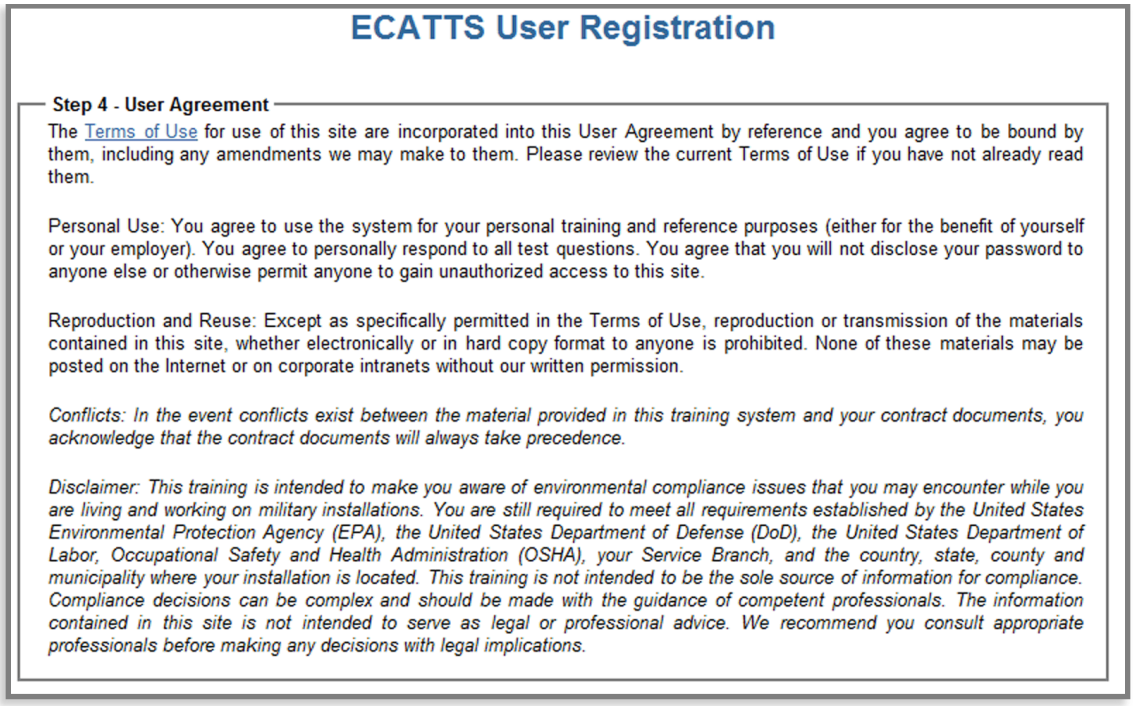

ECATTS User Registration
Step 2 - User Type
Select your work position:
FRC Training Locations:
Business Office (Code 6.1)
Production (Code 6.2)
Production Director / Officer
Production Deputy Director
SBT Lead / Deputy SBT Lead
General Foreman
First Line Supervisor
Shop-level Employee (Artisan)
Other Employee not listed above
Production Support (Code 6.3)
Quality Department (Code 6.4)
Compliance Department (Code 6.5)
Corporate Operations (Code 7.0)
Comptroller (Code 10.0)
Counsel Group (Code 11.0)
NAVAIR JAX In-Service Support Center (ISSC)
All other employees not listed above
<- Go Back
Cancel Registration
Next Step ->

STEP 3 – Job Training Information (FRC Employees)


ECATTS User Registration
Step 3 - Job Training Information
Check any additional responsibilities that apply to your job:
Senior Management (GS-15, GS-14, CDR, E8/E9)
Mid-Level Management (GS-13, LCDR, WG-15/17, E6/E7)
SBT Environmental Coordinator
Hazardous Waste Coordinator (Assigned duties as a HW Site Supervisor or primary or alternate Site Handler.)
Tank Custodian (Responsible for ensuring daily operational checks on one or more petroleum storage tanks.)
Certified Refrigerant Technicians or Certified Refrigerant Technician Supervisor
Material Handling Equipment

1. Click on the boxes next to any additional responsibilities that apply to your job.
2. Click **Next Step**.

STEP 4 - User Agreement (FRC Employees)



ECATTS User Registration

Step 4 - User Agreement

The Terms of Use for use of this site are incorporated into this User Agreement by reference and you agree to be bound by them, including any amendments we may make to them. Please review the current Terms of Use if you have not already read them.

Personal Use: You agree to use the system for your personal training and reference purposes (either for the benefit of yourself or your employer). You agree to personally respond to all test questions. You agree that you will not disclose your password to anyone else or otherwise permit anyone to gain unauthorized access to this site.

Reproduction and Reuse: Except as specifically permitted in the Terms of Use, reproduction or transmission of the materials contained in this site, whether electronically or in hard copy format to anyone is prohibited. None of these materials may be posted on the Internet or on corporate intranets without our written permission.

Conflicts: In the event conflicts exist between the material provided in this training system and your contract documents, you acknowledge that the contract documents will always take precedence.

Disclaimer: This training is intended to make you aware of environmental compliance issues that you may encounter while you are living and working on military installations. You are still required to meet all requirements established by the United States Environmental Protection Agency (EPA), the United States Department of Defense (DoD), the United States Department of Labor, Occupational Safety and Health Administration (OSHA), your Service Branch, and the country, state, county and municipality where your installation is located. This training is not intended to be the sole source of information for compliance. Compliance decisions can be complex and should be made with the guidance of competent professionals. The information contained in this site is not intended to serve as legal or professional advice. We recommend you consult appropriate professionals before making any decisions with legal implications.

1. After reading the User Agreement, click **I Agree – Complete Registration** to complete your registration.

    a. By clicking **I Agree – Complete Registration**, you agree to personally respond to the test questions and not allow others to respond to the questions on your behalf.

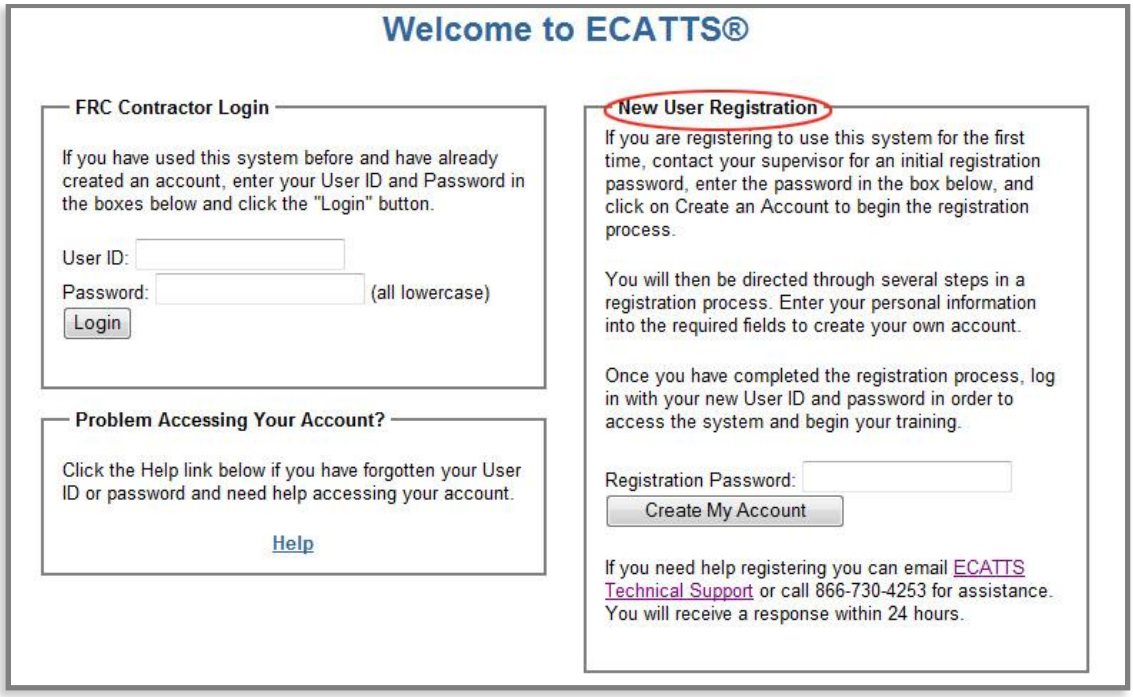
2. You will be taken to the **Environmental Compliance Testing and Training** page (the ECATTS home page).

    a. From here, you have a number of options, including beginning training and testing or linking to other resources, all which are fully explained in the following sections.
    b. You may also choose to end your session by logging out. Once you logout of the site, the next time you enter the site, you will login by typing the username and password that you created during registration.

Registration Instructions for FRC Contractors

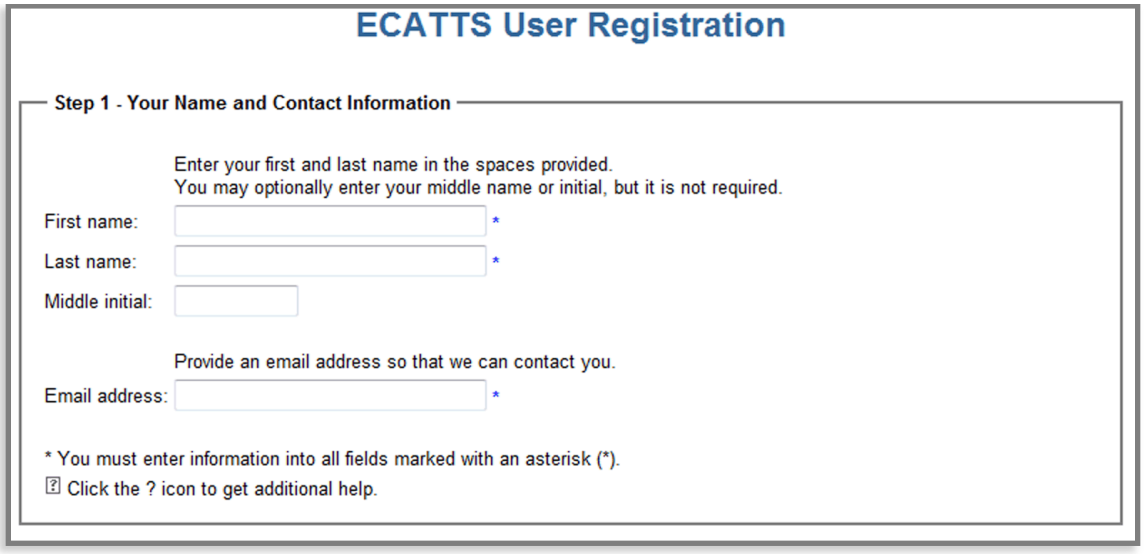
When you use ECATTS for the very first time, you will need to create a User account for yourself. After that, you will log into the system with your own username and password. Follow these steps to create a User account.

1. Go to the FRC ECATTS website for FRC contractors: **https://frc.ecatts.com/contractor**
2. At the **Welcome to ECATTS** screen, refer to the **New User Registration** box.


Welcome to ECATTS®
FRC Contractor Login
If you have used this system before and have already created an account, enter your User ID and Password in the boxes below and click the "Login" button.
User ID:
Password:
(all lowercase)
Login
Problem Accessing Your Account?
Click the Help link below if you have forgotten your User ID or password and need help accessing your account.
Help
New User Registration
If you are registering to use this system for the first time, contact your supervisor for an initial registration password, enter the password in the box below, and click on Create an Account to begin the registration process.
You will then be directed through several steps in a registration process. Enter your personal information into the required fields to create your own account.
Once you have completed the registration process, log in with your new User ID and password in order to access the system and begin your training.
Registration Password:
Create My Account
If you need help registering you can email ECATTS Technical Support or call 866-730-4253 for assistance. You will receive a response within 24 hours.

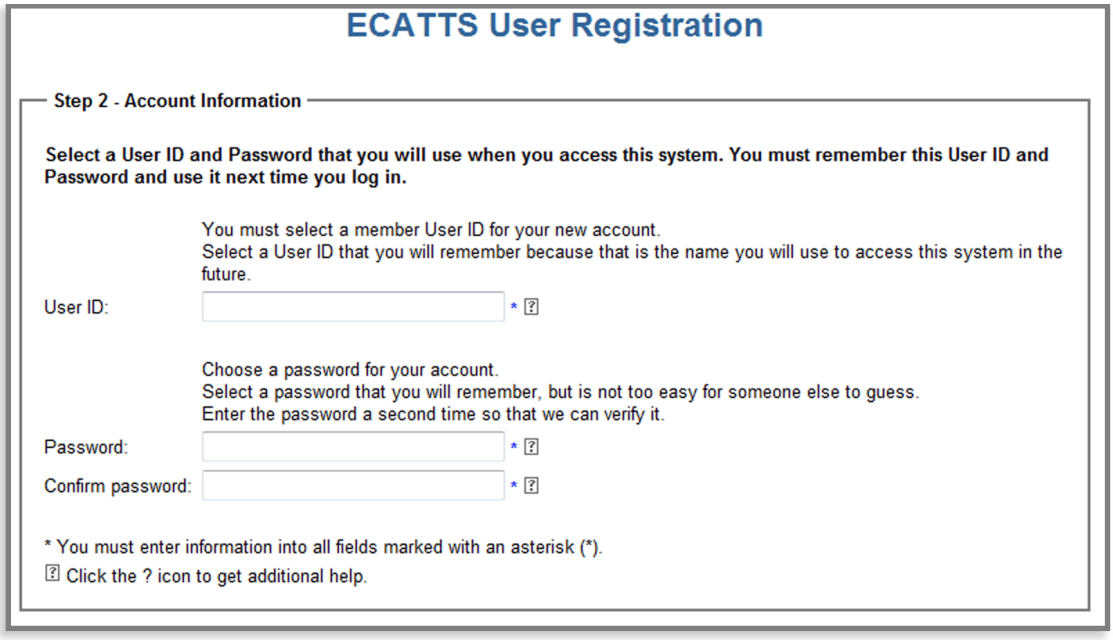
3. ***Ask your supervisor for the registration password.*** Enter the password into the box.
    a. If your supervisor cannot tell you the registration password, click **ECATTS Technical Support** at the bottom of the **New User Registration** box. You can request to have the registration password be sent to you via email. You can also call the help desk toll-free number (866-730-4253) for assistance.
4. Click **Create My Account**.

STEP 1 – Your Name and Contact Information (FRC Contractors)


ECATTS User Registration
Step 1 - Your Name and Contact Information
Enter your first and last name in the spaces provided.
You may optionally enter your middle name or initial, but it is not required.
First name:
Last name:
Middle initial:
Provide an email address so that we can contact you.
Email address:
* You must enter information into all fields marked with an asterisk (*).
Click the ? icon to get additional help.

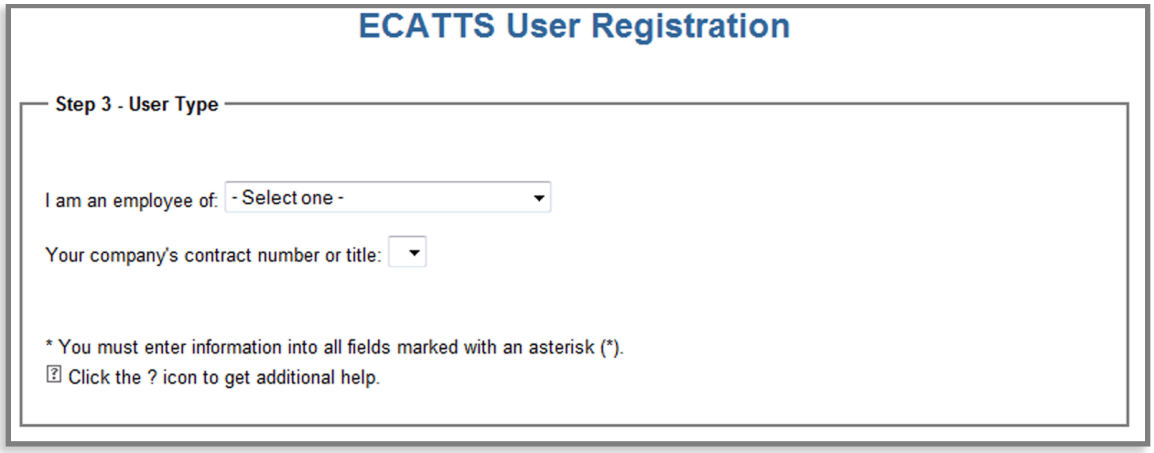
1. Enter your first and last name.
2. Your middle initial is optional. However, it is a good idea to enter your middle initial if your name is likely to also be another user's name (i.e., John Smith).
3. Enter your email address.
    a. Your correct email address is important. It enables ECATTS to send you a new password if you forget the one selected during registration.
4. Click **Next Step**.

STEP 2 – Account Information (FRC Contractors)


ECATTS User Registration
Step 2 - Account Information
Select a User ID and Password that you will use when you access this system. You must remember this User ID and Password and use it next time you log in.
You must select a member User ID for your new account.
Select a User ID that you will remember because that is the name you will use to access this system in the future.
User ID:
Choose a password for your account.
Select a password that you will remember, but is not too easy for someone else to guess.
Enter the password a second time so that we can verify it.
Password:
Confirm password:
* You must enter information into all fields marked with an asterisk (*).
Click the ? icon to get additional help.

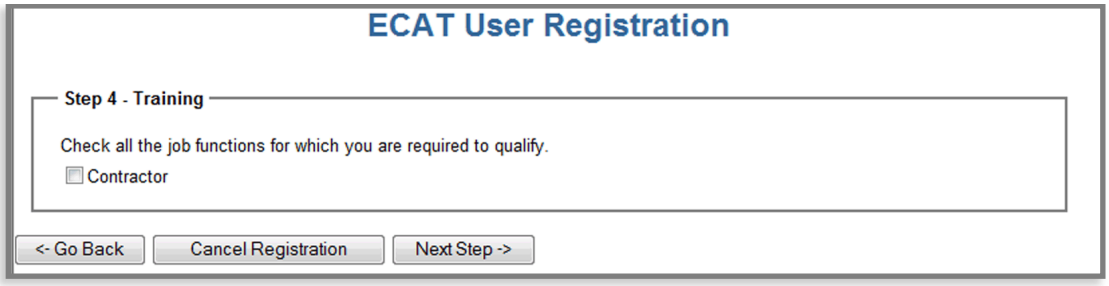
1. Select and enter a User ID and password that you will remember. You will need them both to login to ECATTS from now on.
2. Click **Next Step**.

STEP 3 – User Type (FRC Contractors)


ECATTS User Registration
Step 3 - User Type
I am an employee of:
- Select one -
Your company's contract number or title:
* You must enter information into all fields marked with an asterisk (*).
Click the ? icon to get additional help.

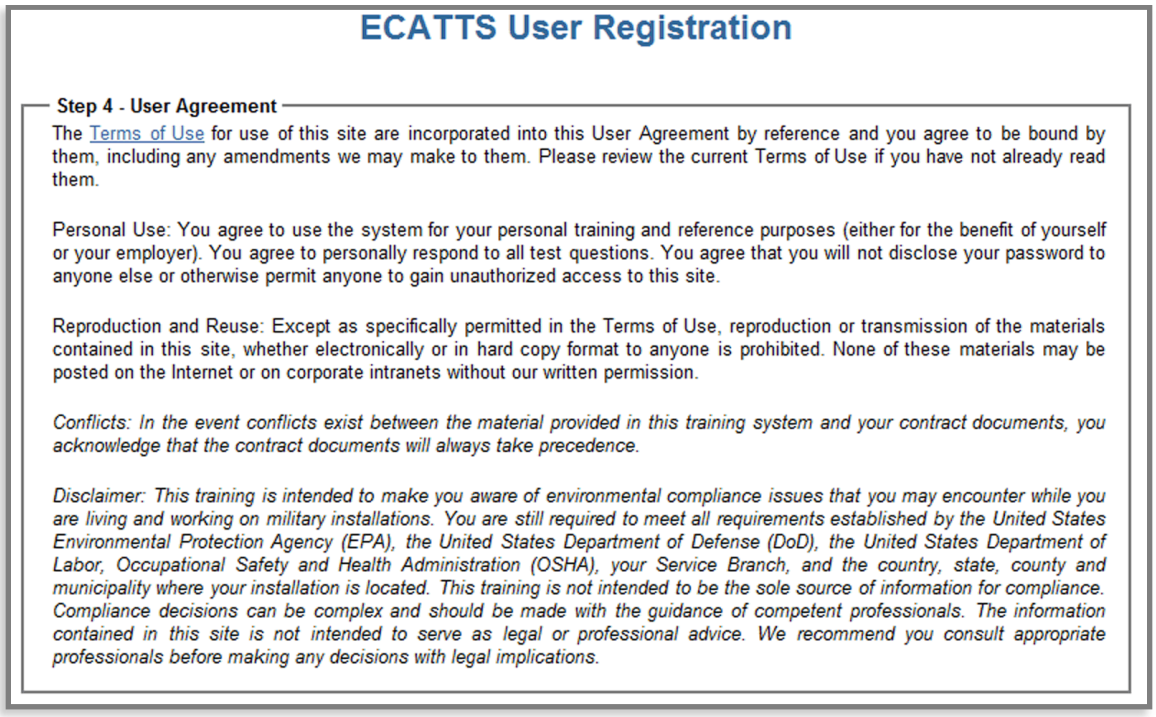
1. Use the drop down menu to select the name of your employer.
2. Select your company's contract number or title.
3. Click **Next Step**.

STEP 4 – Job Training (FRC Contractors)



1. Check all the job functions for which you are required to qualify.
2. Click **Next Step**.

STEP 5 - User Agreement (FRC Contractors)



ECATTS User Registration

Step 4 - User Agreement

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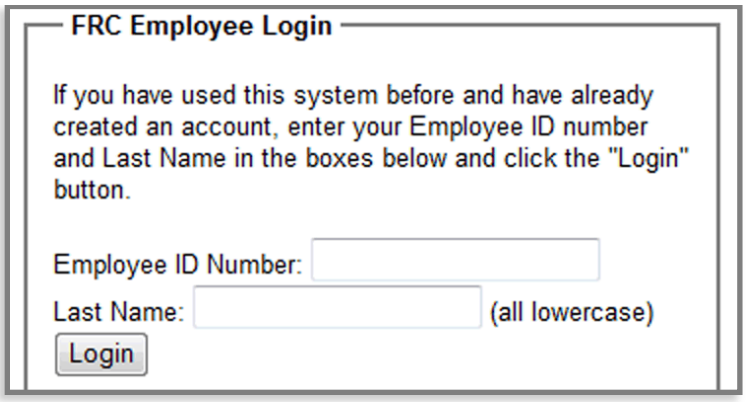
1. After reading the User Agreement, click **I Agree – Complete Registration** to complete your registration.
   a. By clicking **I Agree – Complete Registration**, you agree to personally respond to the test questions and not allow others to respond to the questions on your behalf.
2. You will be taken to the **Environmental Compliance Testing and Training** page (the ECATTS home page).
   a. From here, you have a number of options, including beginning training and testing or linking to other resources, all which are fully explained in the following sections.
   b. You may also choose to end your session by logging out. Once you logout of the site, the next time you enter the site, you will login by typing the username and password that you created during registration.

Section III: Login

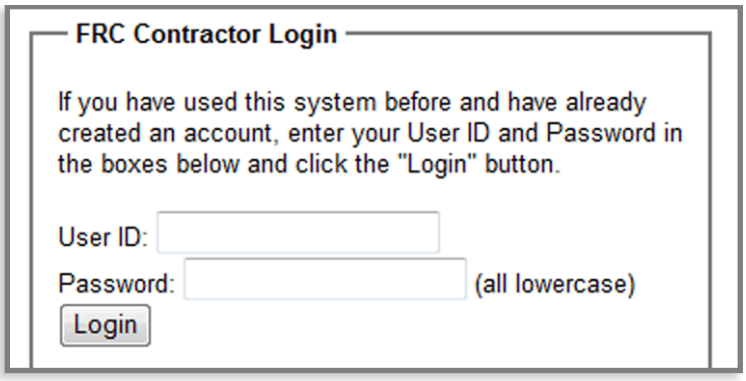
Returning User Login

Once registered, you can access ECATTS from any computer with Internet access.

1. Go to the FRC ECATTS website:
    a. If you are an FRC employee, go to **https://frc.ecatts.com/employee**
    b. If you are an FRC Contractor, go to **https://frc.ecatts.com/contractor**
2. At the Welcome to ECATTS screen:
    a. **FRC Employees:** Refer to the **FRC Employee Login** box. Enter your Employee ID number and last name and click **Login**.


FRC Employee Login
If you have used this system before and have already created an account, enter your Employee ID number and Last Name in the boxes below and click the "Login" button.
Employee ID Number:
Last Name:
(all lowercase)
Login

    b. **FRC Contractors:** Refer to the **FRC Contractor LOGIN** box. Enter your User ID and password and click **Login**.

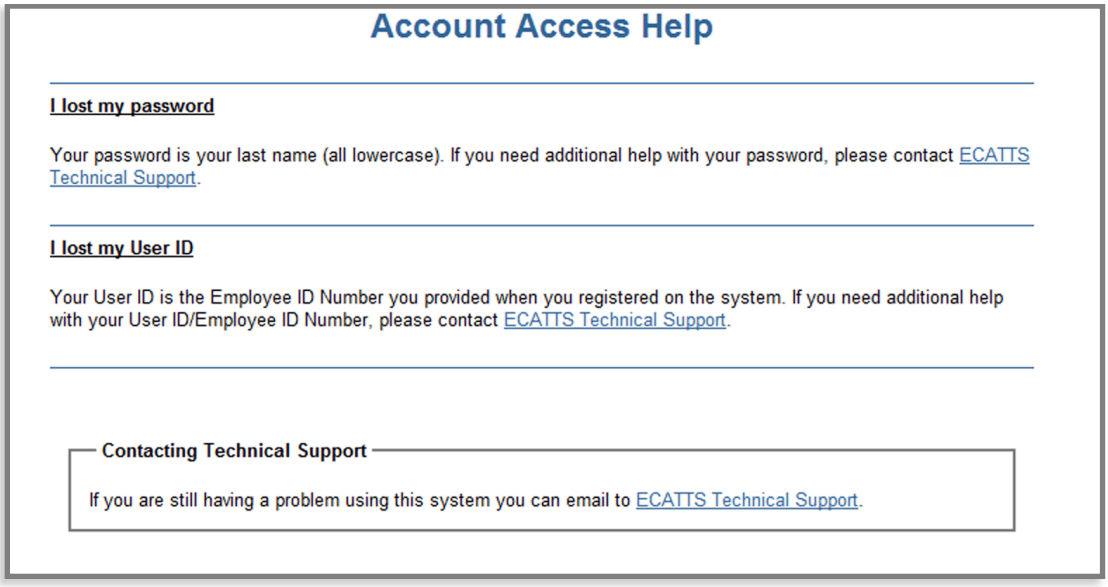

FRC Contractor Login
If you have used this system before and have already created an account, enter your User ID and Password in the boxes below and click the "Login" button.
User ID:
Password:
(all lowercase)
Login

3. After you successfully register, you will be taken to the **Environmental Compliance Testing and Training** page (the ECATTS home page).

Login Help

What if I forgot my password or User ID?

1. If you forgot your password or User ID, click **Help** at the bottom of the login page.
2. The **Account Access Help** page will open.


Account Access Help
I lost my password
Your password is your last name (all lowercase). If you need additional help with your password, please contact ECATTS Technical Support.
I lost my User ID
Your User ID is the Employee ID Number you provided when you registered on the system. If you need additional help with your User ID/Employee ID Number, please contact ECATTS Technical Support.
Contacting Technical Support
If you are still having a problem using this system you can email to ECATTS Technical Support.

3. **I lost my password**: Your password is your last name (all lowercase). If you need additional help with your password, please contact **ECATTS Technical Support**.
4. **I lost my User ID**: Your User ID is the Employee ID Number you provided when you registered on the system. If you need additional help with your User ID/Employee ID Number, please contact **ECATTS Technical Support**.
    a. Note: Your current email address must be on file in the system. If your email address has changed since you registered, contact Technical Support by clicking **ECATTS Technical Support** at the bottom of the screen.
5. **If you are still having a problem using this system**, you can click **ECATTS Technical Support** for assistance.

Section IV: ECATTS Home Page

After you login to the ECATTS system, the next screen that will open is the ECATTS home page shown below. From here, you can access the following:

- a primary navigation bar horizontally across the top of the page
- a reference area on the left side of the page
- links to your training, all available training, and FRC environmental information

A. Primary Navigation Bar

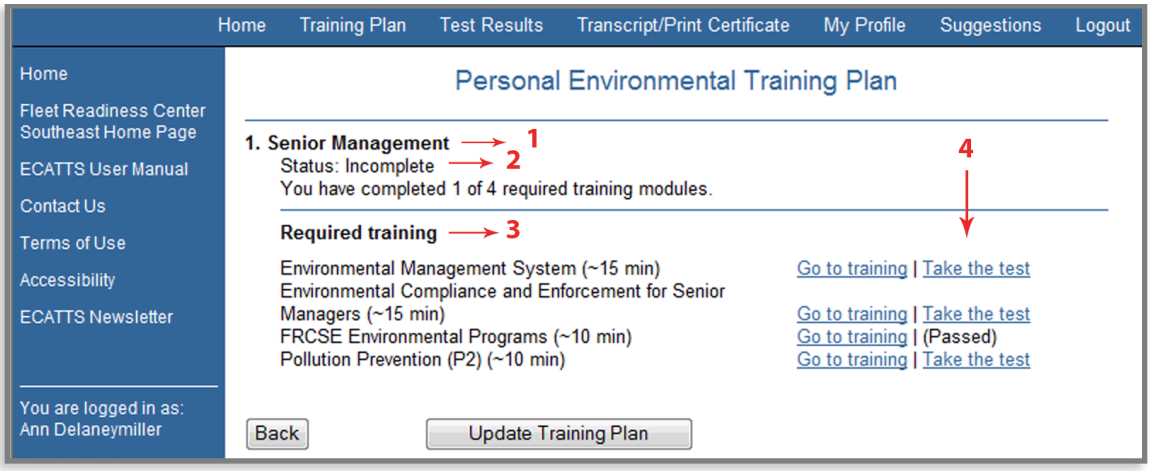
Home

This link will take you back to your ECATTS home page from anywhere within ECATTS.

Training Plan

Click this link to go to the **Personal Environmental Training Plan** page and view the following information (see example below):

1. the job or jobs for which you registered
2. overall status of your training
    a. **Completed** means that you have taken all the required assessments and have answered **all** the questions correctly.
    b. **Incomplete** means that you have not taken and/or passed all the assessments.
3. required training modules assigned to you and approximate time to complete each module
4. status of each training module in your training plan
    a. **Passed** means you have already taken and passed the assessment for that module.
    b. **Take the test** means that you have not successfully passed the test for that module.



If you have not completed training in a subject area, you can go to the training by clicking **Go to training** or you can go directly to the test by clicking **Take the test**.

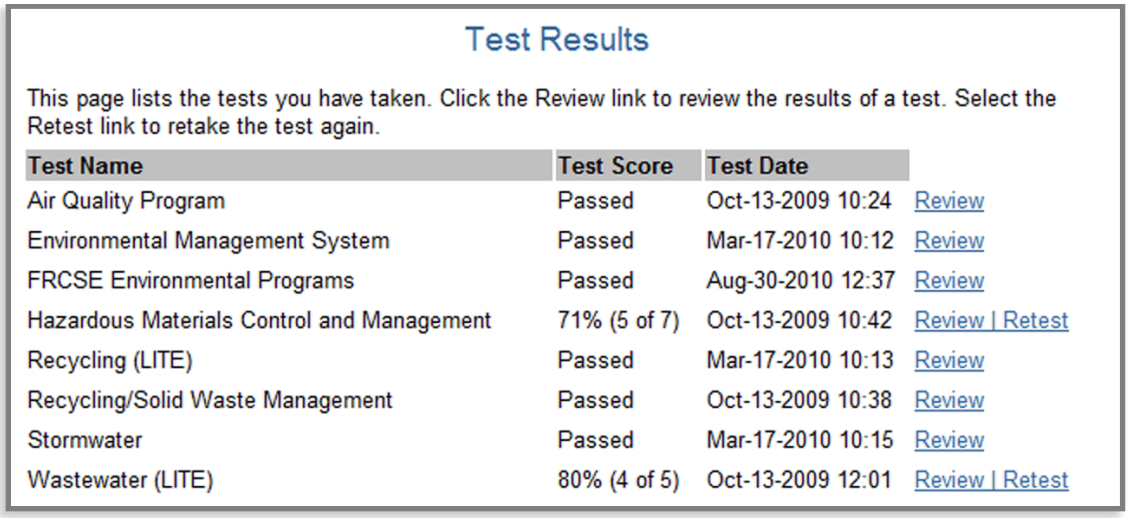
At the bottom of the page is a button called **Update Training Plan**. Click on this button to add or remove job functions or additional training from your training plan. (See the **Modify My Training Plan** section for detailed instructions.)

Test Results

Click **Test Results** in the primary navigation bar to view a list of all the tests you have taken. The system lists the test name, date taken, and your score. ***You are required to score 100% in order to pass each test.*** If you have done so, it will say **Passed** under **Test Score**.

Click **Review** to see which questions you answered correctly and which ones you did not.

Retest appears next to those tests that you have taken but have not yet passed. Click **Retest** to go back to and complete the test. ***Only those questions you have not yet answered correctly will be presented to you.***



Test Results

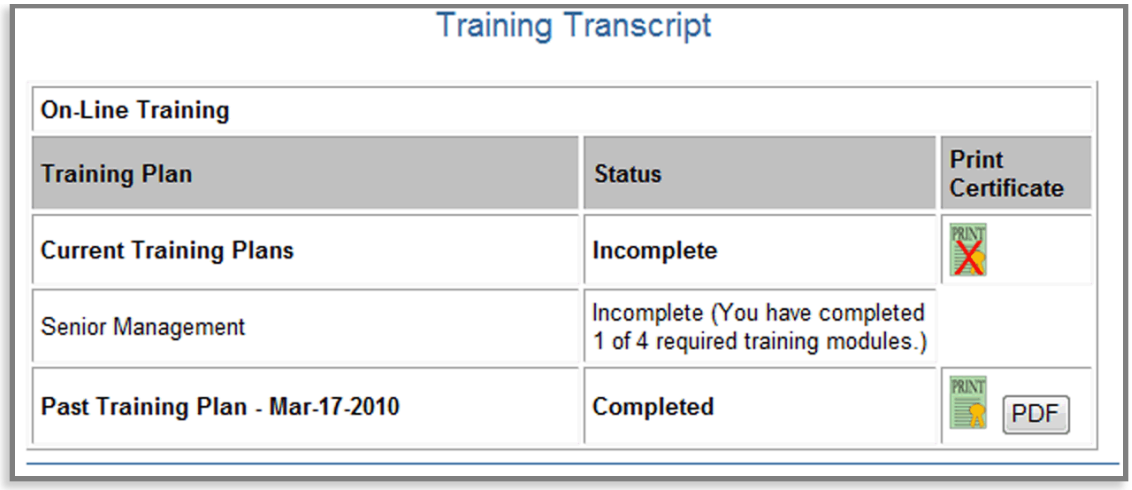
This page lists the tests you have taken. Click the Review link to review the results of a test. Select the Retest link to retake the test again.

Test Name	Test Score	Test Date	
Air Quality Program	Passed	Oct-13-2009 10:24	Review
Environmental Management System	Passed	Mar-17-2010 10:12	Review
FRCSE Environmental Programs	Passed	Aug-30-2010 12:37	Review
Hazardous Materials Control and Management	71% (5 of 7)	Oct-13-2009 10:42	Review | Retest
Recycling (LITE)	Passed	Mar-17-2010 10:13	Review
Recycling/Solid Waste Management	Passed	Oct-13-2009 10:38	Review
Stormwater	Passed	Mar-17-2010 10:15	Review
Wastewater (LITE)	80% (4 of 5)	Oct-13-2009 12:01	Review | Retest

Transcript/Print Certificate

Click **Transcript/Print Certificate** to go to the **Training Transcript** page. This page lists the status of the training modules in your training plan. If you have completed all required training, you can print a certificate from this page. There are options for the size certificate that you want to print (wallet or full size). Based on your computer's settings, either the certificate will print or you will be prompted to send it to your printer. There is also an option to generate a pdf version of the certificate. **You must complete all required training to print a certificate** from this page.

Note: Your training plan is automatically reset (from **Passed** to **Take the test**) after the first printing of your certificate.



My Profile (Changes to Account Information)

Click **My Profile** to view your account information. You can make changes to your email address and User Type. Click **Save Changes** when you are finished making changes.

Suggestions

Use this link to send feedback, comments or suggestions to the developers of ECATTS.

1. Click **Suggestions** in the primary navigation bar.
2. Select the subject and level of importance from the drop down menus.
3. Enter your comments in the large blank text box and click **Submit**.

Comments are encouraged. Every effort is made to respond to comments in a timely manner.

Logout

Click on this link to logout of (exit) ECATTS.

B. Reference Area

A reference section is located vertically along the left side of the home page. The links contained in the reference area provide additional useful information.

Home

Click this link to return to the ECATTS home page.

Fleet Readiness Center Southeast Home Page

Click this link to go to the external website for FRCSE.

ECATTS User Manual

Click ECATTS User Manual to open a copy of this User Manual.

Contact Us

Click Contact Us for links to the email, phone numbers, and mailing addresses for ECATTS Customer Support and corporate offices.

Terms of Use

Click Terms of Use to view the Terms of Use policies for International Center for Leadership Development, Inc.'s family of online application services which includes the Environmental Compliance Assessment, Training, and Tracking System (ECATTS) and the Environmental, Safety, and Occupational Health Training Network (ESOHTN).

Accessibility

This link explains that the ECATTS website is designed based on the federal Section 508 standard for web sites. If you have an accessibility issue with any part of this website, please contact us so we can help.

ECATTS Newsletter

Click this link to view the most recent issue of the ECATTS newsletter which highlights system enhancements, customer support tips, and other ECATTS updates.

C. Links to Training and Installation Specific Information

My Training Plan

Go to My Training Modules

Click **Go to My Training Modules** to access the **Personal Environmental Training Plan** page. This page was discussed in detail in the **Training Plan** section of this manual. It lists the following information:

- the job or jobs for which you registered
- the overall status of your training
- the required training modules assigned to you
- the status of each training module in your training plan

From this page you can do the following:

- **Go to training** - go to the training modules (for more information about training modules, see **Section V: How to Complete the Training**)
- **Take the test** (for more information about taking tests, see **Section VI: Testing and Assessment**)
- **Update Training Plan** - Click this link to add or remove job functions or additional training to/from your training plan. (See **Modify My Training Plan** below for detailed instructions.)

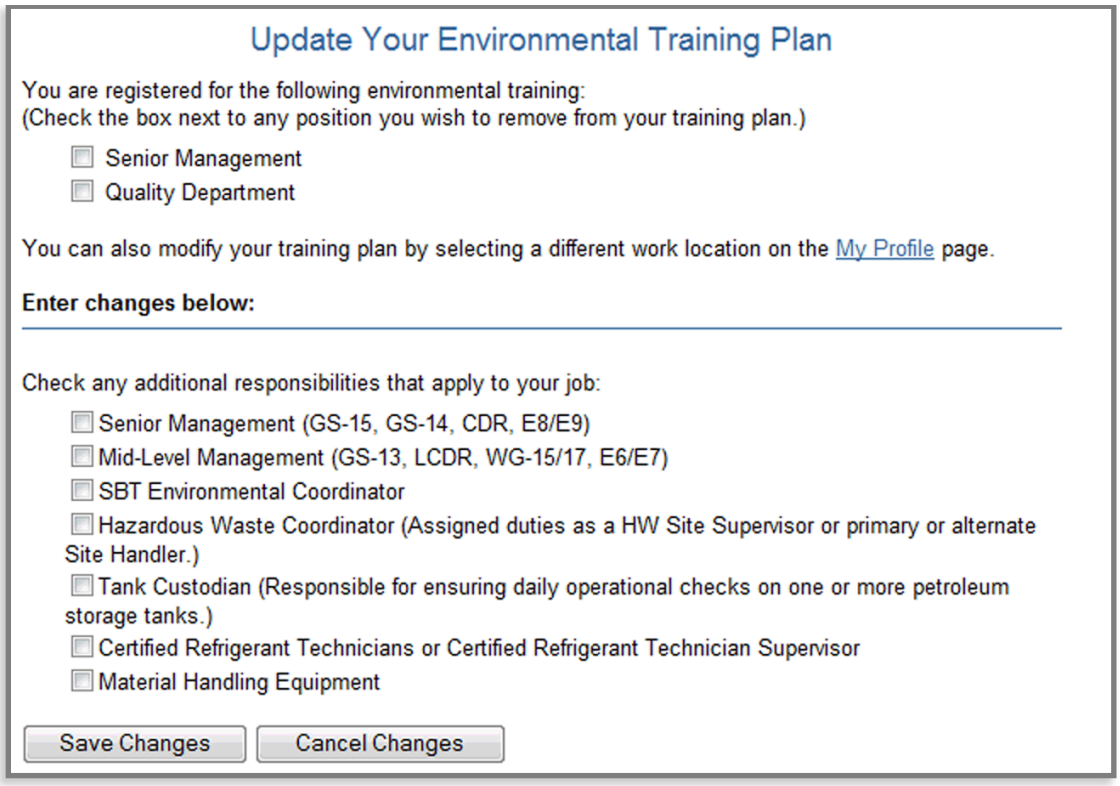
About Your Training Plan

Click **About Your Training Plan** to read an explanation of what a training plan is and how to modify it. Every person who uses ECATTS has a training plan. The training plan is set up for you during registration, but in most cases, can be changed as your job duties or assignments change.

Modify My Training Plan

Click **Modify My Training Plan** to access the **Update Your Environmental Training Plan** page. You can remove job functions from or add additional ones to your training plan.

- At the top of the page, you will see the job functions for which you are registered.
- To **remove** a job function, check the box next to the job(s) you wish to remove and click **Save Changes** at the bottom of the page.
- Some registered users can also **add** a job function or additional responsibility. Check the box next the job or additional responsibility you want to add and click **Save Changes** at the bottom of the page.


Update Your Environmental Training Plan
You are registered for the following environmental training:
(Check the box next to any position you wish to remove from your training plan.)
Senior Management
Quality Department
You can also modify your training plan by selecting a different work location on the My Profile page.
Enter changes below:
Check any additional responsibilities that apply to your job:
Senior Management (GS-15, GS-14, CDR, E8/E9)
Mid-Level Management (GS-13, LCDR, WG-15/17, E6/E7)
SBT Environmental Coordinator
Hazardous Waste Coordinator (Assigned duties as a HW Site Supervisor or primary or alternate Site Handler.)
Tank Custodian (Responsible for ensuring daily operational checks on one or more petroleum storage tanks.)
Certified Refrigerant Technicians or Certified Refrigerant Technician Supervisor
Material Handling Equipment
Save Changes
Cancel Changes

Fleet Readiness Center Environmental Information

Installations have the option of customizing their site to include additional information in this area. Some of the information you might see includes the following:

Environmental Contacts

Click on this link to access the Environmental and Energy Programs Division Contact List. This list is a valuable resource when you have questions about environmental issues.

Latest Information in Environmental Compliance

Installations have the option of including news and information related to environmental issues here.

Forms, Documents, and Checklists

If your facility supplied forms and checklists, or other sources of environmental information that they want you to have easy access to, they will be located in this area.

All Training Available for you to use

Click Available Training Modules for links to all ECATTS training modules currently available (not just the modules required for your specific job functions). You are welcome and encouraged to take any of the ECATTS training. You will receive credit for all the tests that you pass.

- For FRC Contractors, this list is limited to the six modules listed in their training plans.

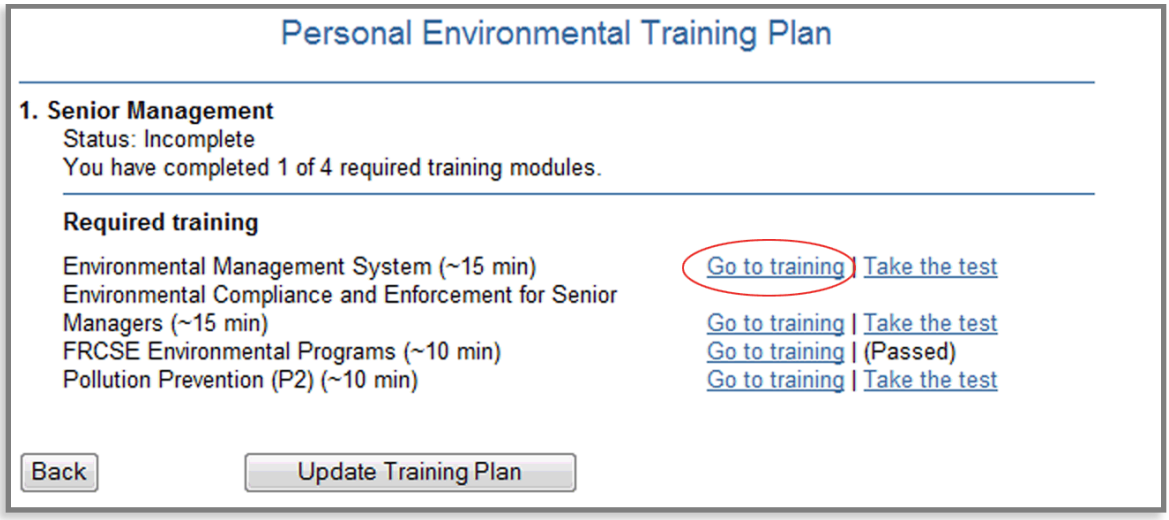
Section V: How to Complete the Training

Unless otherwise directed by a supervisor, you are not required to complete the training or tests in any particular order. ECATTS keeps track of which training and tests you have completed.

How to access your training modules

1. When you login to ECATTS you will be on the ECATTS home page.
2. There are two ways to access your training modules,
    a. Click **Training Plan** in the primary navigation bar (located vertically along the top of the page under the site banner), OR
    b. Click **Go to My Training Modules** under the heading **My Training Plan**.

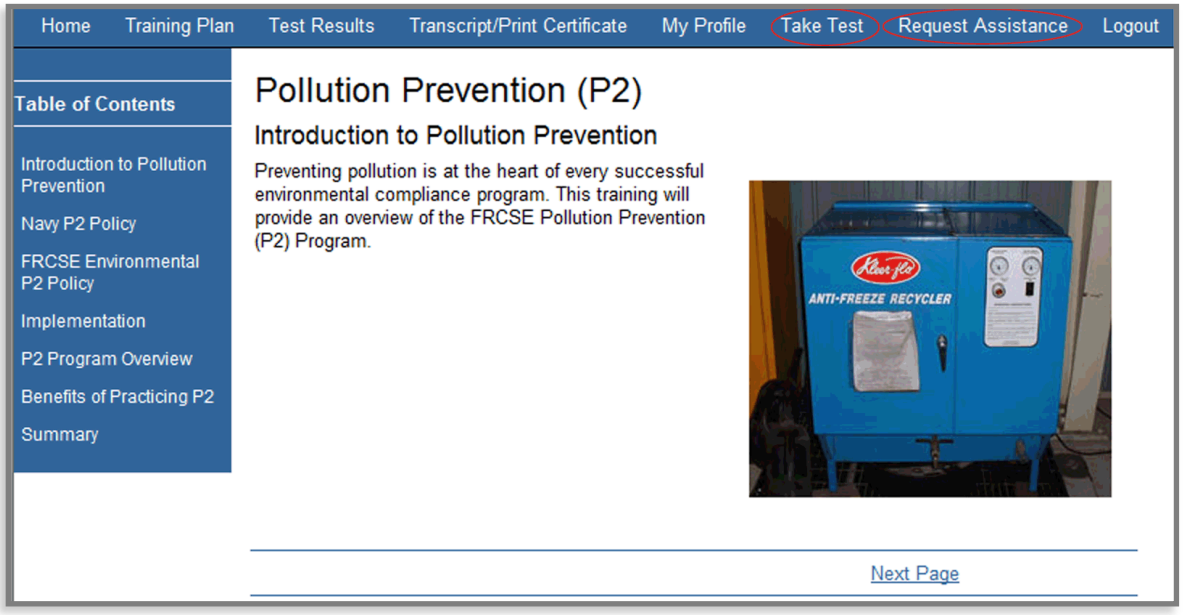
3. The **Personal Environmental Training Plan** page opens.
4. All the job functions for which you are registered are listed. Under each job function, the required training is listed by subject such as air emissions, wastewater, asbestos, or hazardous waste.
5. Click **Go to training** to the right of the module you want to review.


Personal Environmental Training Plan
1. Senior Management
Status: Incomplete
You have completed 1 of 4 required training modules.
Required training
Environmental Management System (~15 min)
Go to training | Take the test
Environmental Compliance and Enforcement for Senior Managers (~15 min)
Go to training | Take the test
FRCSE Environmental Programs (~10 min)
Go to training | (Passed)
Pollution Prevention (P2) (~10 min)
Go to training | Take the test
Back
Update Training Plan

Primary Navigation Bar in the Training Modules

The primary navigation bar is the same when you are in the training modules as it is on the home page, with the following two exceptions:

- The **Suggestions** link is called **Request Assistance**. The purpose of the **Request Assistance** link is the same as **Suggestions**. You can use it to send feedback, comments or suggestions directly to ECATTS.
- An additional link in the primary navigation bar of the training modules is called **Take Test**. Click **Take Test** from any page in the module to go directly to the test.



How to Navigate Through the Training

ECATTS is designed to allow you to go through the training at your own pace. Once you access a training module, you will see that it is divided into pages that are listed in a **Table of Contents** on the left side of the screen.

- Review the training material on the first page. When you have finished that page, click **Next Page**.
- Continue in this manner until you have reviewed all training pages in the module. You will know you have reached the end of the module when there is **no Next Page** link on the page you are on.
- You can review pages as often as you like. You can move back and forth between pages by clicking **Previous Page** at the bottom of a training page **OR** by clicking on the name of the page you want to go to in the **Table of Contents** on the left side of the screen.

How to Exit a Training Module

Depending on where you want to go next, you can exit a training module in any of the following ways:

- If you want to return to your ECATTS home page, click **Home** in the primary navigation bar.
- If you want to take the test on the module you are currently in, click **Take Test** .
- If you want to review a different module in your training plan, click **Training Plan**.
- If you are finished with your ECATTS session and want to logout, click **Logout** .

Section VI: Testing and Assessment

ECATTS randomly generates each test for a module from a pool of available questions. Generally, there will be one question from each page in the training module on the test. You have thirty minutes to complete a test.

You should take the test on a module within a short time after completing the training (while the material is still fresh in your mind). You can, however, take tests whenever you want to, in any order, and even without reviewing the training module first.

How to Access the Tests

You can access tests from the ECATTS home page or from a training module.

- From your ECATTS home page:
    - You can access and take any tests by clicking **Available Training Modules**, clicking on the name of a training module. You can access the test for this training module by clicking **Take Test** in the primary navigation bar **OR**
    - Click **Training Plan** in the primary navigation bar (located along the top of the home page under the site banner) or **Go to My Training Modules** under the heading **My Training Plan**.
        - Either of these links will take you to your **Personal Environmental Training Plan** page.
        - Select the test you want to take by clicking **Take the test** to the right of the chosen subject.
- From a training module, you can access the test for the training module you are in by clicking **Take Test** in the primary navigation bar.

How to Take a Test

1. Access the desired test (see above). **You have thirty minutes to complete each test**. If you do not complete the test within the allotted time, you will time out of ECATTS. You will have to log back in to ECATTS and take the entire (same) test again.

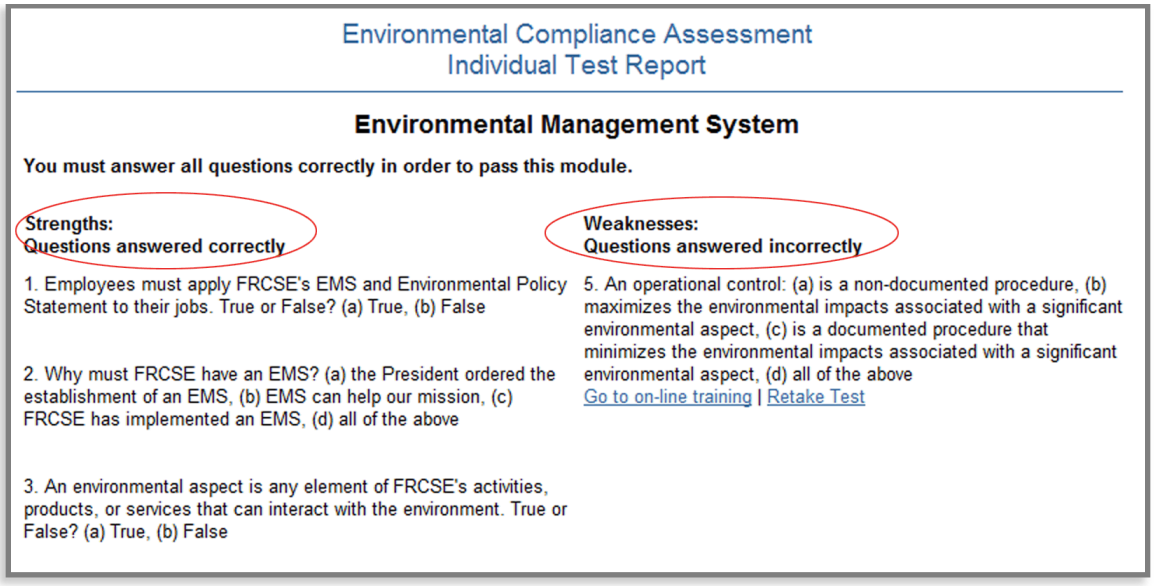
   HINT: If you feel that you are approaching the end of the allotted thirty minutes, you may want to click **Submit**. The questions you answered will be assessed (see more details about the assessment below) and the ones you did not answer will be counted as “incorrect”. However, you can simply click **Retake Test**. This will take you back to the test to answer the remaining questions, with a new thirty minute time limit. By doing this, you will not time out and have to retake the entire test.
2. Answer each question by clicking the bubble next to the correct answer.
3. Click **Submit**.

4. **By clicking Submit, you certify that you personally responded to the test questions and did not allow others to respond to the questions on your behalf.**
5. Your test responses are automatically sent to ECATTS for immediate assessment.

The Test Assessment

Immediately after submitting your test answers, you will see your results.

1. In the left column, all the questions you answered correctly are listed. You do not need to take any further action regarding these questions.
2. In the right column, the questions you answered incorrectly are listed.



Environmental Compliance Assessment
Individual Test Report

Environmental Management System

You must answer all questions correctly in order to pass this module.

Strengths: **Questions answered correctly**	**Weaknesses:** **Questions answered incorrectly**
1. Employees must apply FRCSE's EMS and Environmental Policy Statement to their jobs. True or False? (a) True, (b) False	5. An operational control: (a) is a non-documented procedure, (b) maximizes the environmental impacts associated with a significant environmental aspect, (c) is a documented procedure that minimizes the environmental impacts associated with a significant environmental aspect, (d) all of the above Go to on-line training | Retake Test
2. Why must FRCSE have an EMS? (a) the President ordered the establishment of an EMS, (b) EMS can help our mission, (c) FRCSE has implemented an EMS, (d) all of the above	
3. An environmental aspect is any element of FRCSE's activities, products, or services that can interact with the environment. True or False? (a) True, (b) False	

You can attempt to answer the questions you got wrong by clicking **Retake Test**. Only the questions answered incorrectly will be listed and you can submit new answers.

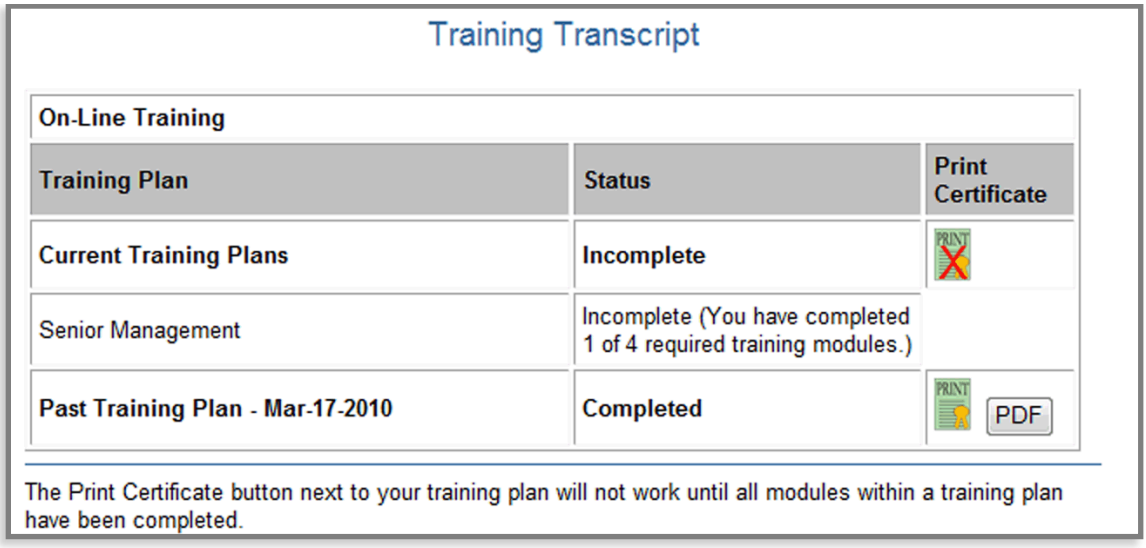
To find the correct answer to a question you answered incorrectly, click **Go to on-line training** and the training page will open.

1. Review the page to find the information you need to answer the question.
2. When you are satisfied you have the correct answer, do one of the following:
    a. Click **Take Test** in the primary navigation bar while in the module. All the questions you previously answered incorrectly will be presented for you to answer again; **OR**
    b. Click the back button on your browser window and you will return to the assessment. Click **Retake Test** and answer the question(s) again.
3. Repeat this process as often as necessary until you have answered all the test questions correctly. **You must score 100% to pass the test.**

Printing Your Certificate of Accomplishment

To print a Certificate of Accomplishment from the ECATTS home page, click **Transcript/Print Certificate** from the primary navigation bar. The **Training Transcript** page lists the status of the modules in your training plan. If you have completed all required training, you can print a certificate from this page. Click the Print Certificate button next to your training plan. You will see your Certificate of Accomplishment. Based on your computer's settings, either the certificate will print or you will be prompted to send it to your printer. There is also an option to generate a pdf version of your Certificate.

You must complete all required training to print a certificate from this page. If required training is not complete, you will receive the message shown below. **Note**: Your training plan is automatically reset (**Passed** becomes **Take the test**) after the first printing of your certificate.


Training Transcript
On-Line Training
Training Plan
Status
Print Certificate
Current Training Plans
Incomplete
Senior Management
Incomplete (You have completed 1 of 4 required training modules.)
Past Training Plan - Mar-17-2010
Completed
PDF
The Print Certificate button next to your training plan will not work until all modules within a training plan have been completed.

SECTION VII: Questions

Please contact ECATTS Technical Support with any questions regarding this manual.

Telephone: **ECATTS Support**
407-880-9411
866-730-4253 (toll-free)

Email: support@ecatts.com